

Pre-Proposal Conference
Request for Proposals No. S00R4400007
Construction Management
For Third Party Multifamily Rental Housing Projects Non State Owned and Funded by DHCD
January 9, 2014

Notice: Nothing stated at the Pre-Proposal Conference may change the Request for Proposals unless a change is made by the Procurement Officer by written amendment. This summary does not constitute a written amendment.

Gail Ryans, Procurement Officer for the Department of Housing and Community Development (DHCD), opened the conference at 10:00 a.m., followed by introductions of DHCD staff and potential offerors.

DHCD Staff attendees included:

- Michael Kunzle, Construction Administrator
- Gordon Outlaw, Director Office of Fair Practices
- Cheryl Lee, Compliance Officer Office of Fair Practices
- Michael Conaway, Procurement Director

Gail briefly reviewed procurement highlights, noting the following:

DHCD will be providing a Pre-Proposal Conference Summary, questions and answers received at the conference and an updated vendor list to all vendors known to have received a copy of the RFP and posting the information on the Procurement Page of DHCD's website <http://www.mdhousing.org/Website/Procure/ProcureDetails.aspx?&ProcurementID=183>. The information will include a summary of the proceedings, a list of any questions and answers received to date, and a list of all vendors known to have received a copy of the RFP. Written questions will continue to be accepted following the conference. The Procurement Officer will decide whether an answer can be provided before the closing date based on the availability of time to research and communicate an answer. **Proposals are due on Friday, January 24, 2014 at 2:00 p.m. local.** She specified that all potential bidders should read carefully the entire RFP.

Gail **explained that the evaluation process**, which is described in Section 6 of the RFP, consists of two stages: (1) a technical ranking and (2) a price ranking. The two rankings will then be evaluated together and a determination will be made as to which two proposals are the most advantageous for the State and DHCD. For this solicitation, technical proposals are weighted more heavily than price proposals. **It is DHCD's intention to award contracts to up to two offerors, although DHCD reserves the right to award only one contract if this is in the best interest of the State.**

The Liquidated Damages language was highlighted as it is new language that has been inserted in the RFP.

Gordon Outlaw discussed the 25% MBE subcontracting goal. He and Cheryl Lee reviewed the MBE process in more detail, including explaining the liquidated damages clause. Being an MBE prime does not fulfill the MBE goal; because this is an MBE subcontractor goal, prime MBEs must also meet the 25% MBE subcontracting goal. There are no assigned sub-goals.

Michael Kunzle, Construction Administrator, Multi Family Programs provided an overview of the RFP scope of work and related matters.

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The remainder of the pre-proposal conference was devoted to questions.

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